

POSITION TITLE: REHABILITATION COUNSELOR I

DIVISION: VOCATIONAL REHABILITATION

POSITION PURPOSE:

Under supervision performs professional rehabilitation services in the areas of in-take, evaluation, and eligibility determination, provision of services related to counseling, guidance, training, and medical restoration, and provides job development and/or job placement. Is responsible for a caseload and performs all duties related to casework and fiscal-related matters. Serves as liaison with public agencies and private firms in the community where they are placed.

NATURE AND SCOPE:

This position reports to the Regional Manager or delegated supervisor.

- 1) Exercises independent judgement to determine client's eligibility for service, the extent and nature of their disability, and their need for and the feasibility of their undertaking rehabilitation services.
- 2) Collects, analyzes, and interprets medical, psychological, educational, social and employment information regarding each client. Assists clients in determining appropriate vocational goals. Prescribes and interprets standardized tests for use in vocational guidance, and assists the client in making a feasible vocational rehabilitation choice.
- 3) Counsels and assists clients with their personal adjustment throughout the rehabilitation program.
- 4) Arranges for medical treatment, including surgery, psychiatric care, occupational and physical therapy, prosthetic appliances and other auxiliary services. Consults with psychiatrists and physicians regarding findings of their examinations.
- 5) Assesses vocational, social, economic and medical needs through appropriate testing, securing of medical reports, etc., and makes eligibility decisions based on this information.
- 6) Through a comprehensive study of the client's background, determines specific needs and helps develop rehabilitation plans to remediate these needs. Plans and arranges for courses of study or training and supervises the applicant's training program.
- 7) Markets to employers in developing employment opportunities and places clients, to include post-employment follow-up.
- 8) Counsels and guides the clients in the establishment of small business enterprises and supervises the selection and financing of business needs.
- 9) Assess client's financial ability to participate in their rehabilitation program.
- 10) As requested, serves as consultant to representatives of public and private entities in relation to issues surrounding persons with disabilities.
- 11) Maintains appropriate case records and authorizes fiscal expenditures.
- 12) Discharges other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

- 1) Ensure that case services are provided on a timely and appropriate basis to clients.
- 2) Ensures appropriate and prudent stewardship of public funds through the following:
 - a. Use of comparable benefits
 - b. Client financial resources
 - c. Following state procurement policies
 - d. Securing SSA reimbursements where appropriate
- 3) Acts as an advocate for persons with disabilities by:
 - a. Developing, implementing and maintaining an on-going referral system with public and private entities.
 - b. Marketing Vocational Rehabilitation programs
 - c. Acting as a liaison with public and private entities
- 4) Responsible for negotiating and meeting performance goals.

MINIMUM QUALIFICATIONS:

A Master's Degree in Rehabilitation Counseling and/or a current Certification (CRC) as a Rehabilitation Counselor by the Commission on Rehabilitation Counselor Certification is preferred for this position.

Bachelor Degrees will be considered if the incumbent is willing to work towards a Masters degree in Rehabilitation Counseling. If the individual does not meet the Comprehensive Standards of Personnel Development they could be hired in as a Rehabilitation Specialist in a lower pay grade.

KNOWLEDGE AND ABILITIES

- 1) Knowledge and understanding of principles and techniques of guidance.
- 2) Knowledge of individual differences in people, and of the principles of individual appraisal.
- 3) Knowledge of interviewing, occupational testing, and the evaluation of personal traits.
- 4) Knowledge of personality development and adjustment.
- 5) Knowledge of the psychology of occupations, including concepts of aptitude, motivation, and need.
- 6) Knowledge of areas of community resources ordinarily available to increase the employability of the disabled.
- 7) Skills in establishing and maintaining working relationships with clients.
- 8) Ability to effectively utilize the proceeding skills, knowledge, and abilities as evidenced by previous employment history, and/or education, and by an oral interview.

TERMS OF EMPLOYMENT:

- 1) Exempt position with State of Idaho.

Idaho Division of Vocational Rehabilitation will not discriminate as to acceptance, determination of services, or employment in regard to race or national origin, color, sex, age, political or religious affiliation, handicap, or for being a disabled or Vietnam era veteran.

Criteria for promotion from VRC1 to VRC2:

1. A minimum of two (2) years successful performance as a VRC1. This includes the probationary year.
2. Attainment of minimum production level for VRC2 for at least one federal fiscal year, (see attached VRC Performance Minimum Standards).
3. Demonstrated sustained above average performance to include: responsibility for own eligibilities, plan approval and case documentation without close supervision.
4. Attainment of a minimum of six (6) tasks for VRC2 from List of Responsibilities for at least one federal fiscal year (see IDVR Field Services Policy Memorandum 2006-01).
5. Regional Manager recommendation.
6. Prior discussion with and approval by Bureau Chief of Field Services.